

2.2 ACCESSIBILITY

The City of Milpitas promotes
the retention of existing and the
development of new child care facilities
within the city limits.

Implementation Matrix

2.2-I-1	The City of Milpitas demonstrates through supportive language in its General Plan and its regulations within the Zoning Ordinance that the provision of accessible child care is a City priority.			
Reference #	Action Steps	Staff/Dept	Fiscal Impact	Timing
2.2-I-1-a1	<p>The City shall update its General Plan text and policies to strengthen support of child care. Specifically, text shall be added that correlates the provision of adequate child care to the establishment of a healthy economy and a strong workforce. Policies shall be added that 1) support the development of child care within transit overlay districts, 2) require incoming projects to be evaluated for their potential impact on child care demand within the City and 3) require incoming projects to be evaluated for their potential to provide child care facilities within the project. The policies will encourage new development to mitigate for any child care need it creates and to incorporate child care facilities when appropriate and feasible.</p> <p>February 2006: Two copies of the resource book “Planning for Child Care in California” by Kristen Anderson ordered and received – one copy for Planning Department, one copy for Recreation Services.</p>	Planning Division	Staff time; Project will be added to work program	<p>FY 2002/2003 Updated FY 2004/2005</p> <p>To be accomplished with yearly General Plan clean up To be included in General Plan modifications for Transit Area Plan FY 2005/2006</p>
2.2-I-1-a2	<p>The City shall update its Zoning Ordinance to establish an administrative Use Permit process for large family child care homes.</p> <p>April 2006: Policy and process for administrative permit currently being refined by collaborative efforts of Finance, Recreation, Planning and Fire Departments.</p>	Planning Division	Staff time; Project will be added to work program	<p>FY 2002/2003 Completed in 2003 FY 2005/2006</p>

Implementation Matrix

2.2-I-1-a3	The City shall evaluate the benefits and problems associated with allowing child care centers within industrial districts. Should the report determine that in some circumstances it is desirable to do so, the City shall modify the Zoning Ordinance accordingly.	Planning Division	Staff time; Project will be added to work program	FY 2002/2003 Updated FY 2005/2006
2.2-I-1-a4	The City shall establish a policy of fast tracking the planning, fire and building application review process for child care centers, whether new or expanding, in order to reduce the time spent in the review and construction process. One on one City Management / Child Care Coordinator meetings conducted to provide Child Care Program information including distribution of the Child Care Master Plan. Meetings included new Planning and Neighborhood Services Department Director, new Fire Chief, and new Economic Development Manager.	Planning Division	Staff time; Project will be added to work program	FY 2002/2003 Updated FY 2005/2006 FY 2005/2006
2.2-I-1-a5	The City shall consider expanding the incentive program to further encourage the incorporation of child care centers into existing and new developments.	Planning Division	Staff time; Project will be added to work program	FY 2002/2003 Updated FY 2004/2005

Implementation Matrix

2.2-I-2	The City of Milpitas provides potential child care providers with individual assistance in starting their businesses.			
Reference #	Action Steps	Staff/Dept	Fiscal Impact	Timing
2.2-I-2-a1	<p>The Child Care Coordinator along with the Planning Department shall create a Child Care Program Start-up Guide to assist potential providers. The Guide will: 1) outline the specific steps necessary to open the three types of licensed child care facilities: small family child care homes, large family child care homes and center based programs and 2) list the different types of care new providers could offer, together with the benefits of each to the provider and families.</p> <p>Guide research and writing started summer 2003. Estimated publication January 2005.</p> <p>August 2005: Start-Up Guide completed, hard copy distributed to applicable City Departments, posted on Child Care Page of City Website.</p>	Recreation Services Division	Staff time; Printing costs	<p>FY 2002/2003</p> <p>FY 2004/2005</p> <p>FY 2005/2006</p>
2.2-I-2-a2	<p>The Child Care Program Start-up Guide shall be distributed on a regular and on-going basis to the Community Care Licensing Division to be made available at their new provider orientations. The Guide will also be distributed at City Hall and the Community Center.</p> <p>On hold pending completion of Guide.</p> <p>February 2005: City of Milpitas Child Care Program half-page brochure finalized, printed, and distributed to Community Care Licensing for distribution at the new provider orientations.</p>	Child Care Coordinator	Staff time; Reprint costs; Mailing	<p>FY 2002/2003 and ongoing</p> <p>FY 2004/2005</p> <p>FY 2005/2006</p>

Implementation Matrix

2.2-I-2-a3	<p>The City of Milpitas Child Care Program shall institute a personalized assistance program for potential providers.</p> <p>Child Care Coordinator currently assisting potential providers by: referring to Community Care Licensing and City of Milpitas Planning Department, adding to Milpitas Alliance for Better Child Care mailing list, and referring to other resources as appropriate.</p> <p>August 2005: Start up guide available via mail, email and website. March 2006: Child Care Coordinator met with Instructor for MUSD Adult Education course “Family Childcare Business Made Easy”. Potential providers now being referred to enroll in this course.</p>	Child Care Coordinator	Staff time	<p>After completion of Start-Up Guide, and ongoing</p> <p>Ongoing</p>
2.2-I-2-a4	<p>The services provided by the Child Care Program shall be publicized on a regular basis to the community. Possible publications include the Milpitas Post, the Milpitas Connection Magazine Activity Guide, the Chamber of Commerce, the annual Milpitas Calendar, the City of Milpitas Website and the public access television station.</p> <p>Child Care Program Services are currently being publicized via Child Care Program Webpage on City Website, the Milpitas Activity Guide, and "gomilpitas.com" Website.</p> <p>February 2005: City of Milpitas Child Care Program half-page brochure finalized, printed, and distributed within City Facilities. September 2005: Child Care Program services highlighted in the Rec Connect e-newsletter. October 2005: Child Care Resource and Referral phone number for Child Care Coordinator listed in Milpitas Employees Telephone Directory under Miscellaneous Phone Numbers (Places and Functions). December 2005: Child Care Program brochures delivered to Chamber of Commerce office for local distribution. January 2006: Child Care Coordinator attended Milpitas Chamber of Commerce Good Morning Milpitas serving as the Business Sponsor.</p>	Recreation Services Division, Information Services	Staff time; Advertising costs	<p>FY 2001/2002 and ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

Implementation Matrix

2.2-I-3	The City of Milpitas encourages existing and new child care facilities to offer a variety of child care types in order to meet specific needs.			
Reference #	Action Steps	Staff/Dept	Fiscal Impact	Timing
2.2-I-3-a1	<p>When contacted by child care programs which are starting up, remodeling, restructuring or expanding, the Planning Department and the Child Care Coordinator shall formally request that each program consider offering additional types of care.</p> <p>August 2005: Start Up Guide includes descriptions of after hours care, infant care, mildly ill care, preschool/nursery school, school age care and special needs care.</p>	Child Care Coordinator, Planning Department	None; Currently included in work plan and budget	After completion of Start-Up Guide, and ongoing Ongoing
2.2-I-3-a2	<p>The City of Milpitas shall actively work to facilitate and support programs that serve unmet special needs within the community. Examples include: fast tracking city permits, priority in the <i>Community Development Block Grant (CDBG) Program</i> and other funding programs and increased yearly maximum for the <i>Individualized Family Child Care Assistance Program</i>.</p> <p>The updated Family Child Care Assistance Fund Policies and Procedures implemented priority funding for family child care providers servicing children with special needs. FY 2003/2004 Other action items to be implemented as staffing permits.</p> <p>July 2002: Individualized funding total for the <i>Family Child Care Assistance Fund</i> increased from \$250 to \$500 per provider per year. July 2004: Total budget allocation for the <i>Family Child Care Assistance Fund</i> increased from \$4000 to \$6000. Priority funding for providers caring for children with special needs continues. July – November 2005: Funding for the for the <i>Family Child Care Assistance Fund</i> was removed from annual City Budget for cost saving measure and was re-instated by City Council.</p>	Recreation Services Division	Staff time	FY 2002/2003 Partially completed FY 2003/2004 and ongoing Ongoing
Additional action step supporting this implementation policy: 2.2-I-2-a1				

Implementation Matrix

2.2-I-4	The City of Milpitas places a high priority on coordination and collaboration with the Milpitas Unified School District.			
Reference #	Action Steps	Staff/Dept	Fiscal Impact	Timing
2.2-I-4-a1	<p>The City of Milpitas shall continue to collaborate with the Milpitas Unified School District to provide quality early childhood experiences for young children.</p> <p>City of Milpitas and MUSD have been engaged in dialogue regarding support for the pre-K population. FY 2003/2004</p> <p>August 2004: City of Milpitas funded a 3-year pilot program Raising a Reader. Coordinator and supplies to be overseen by Recreation Services in collaboration with the Milpitas Unified School District.</p> <p>March 2006: Raising a Reader Program and Coordinator management transferred to Milpitas Unified School District with continued funding by the City of Milpitas.</p>	Recreation Services Division	None; Currently included in work plan and budget	<p>Ongoing</p> <p>Ongoing</p>
2.2-I-4-a2	<p>The City of Milpitas shall enhance partnering with the Milpitas Unified School District to work towards the goal of providing quality before and after school programs for all of the youth in Milpitas.</p> <p>No activity to report.</p> <p>No activity to report.</p>	Recreation Services Division	Staff time; Program cost for any expansion	<p>Ongoing</p> <p>No activity</p> <p>No activity</p>
2.2-I-4-a3	<p>The City of Milpitas together with the Milpitas Unified School District shall research the possibility of collaborating to provide licensed after school care involving a child development component and a recreational component at every elementary school site within Milpitas.</p> <p>No activity to report.</p> <p>No activity to report.</p>	Recreation Services Division	Staff time; Program cost for any expansion	<p>Upon hire of Child Care Resource and Referral Coordinator</p> <p>No activity</p> <p>No activity</p>
Additional action step supporting this implementation policy: 2.3-I-2-a1				
<p>January - May 2005: City of Milpitas Child Care Program received \$3850.00 in grant funding from the Lucile Packard Foundation for Children's Health for the production of customized Child Abuse Prevention Magnets. The City partnered with the Milpitas Unified School District for distribution. Over 9,000 magnets were delivered to the MUSD and inserted in the first day packets for each school child in Milpitas for fall 2005.</p>				

Implementation Matrix

2.2-I-5 The City of Milpitas assists parents in finding quality child care.				
Reference #	Action Steps	Staff/Dept	Fiscal Impact	Timing
2.2-I-5-a1	<p>The Child Care Coordinator shall continue to maintain current lists of licensed child care programs and providers within the City limits.</p> <p>Ongoing, and enhanced through offering this information on the Child Care Page of the City Website.</p> <p>October 2005: Child Care Page of the Website entirely revised and expanded from one page to six pages.</p>	Child Care Coordinator	None; Currently included in work plan and budget	<p>Ongoing</p> <p>Ongoing</p>
2.2-I-5-a2	<p>The Child Care Coordinator shall continue to provide local child care resource and referral services, informing inquiring parents and individuals about 1) licensed child care programs located within Milpitas, 2) how to assess child care program quality, 3) child care program accreditation and 4) general parenting resources.</p> <p>Ongoing (see action step 2.2-I-5-a4 below).</p> <p>Link added to "gomilpitas.com" Website listing the City Child Care Page and Child Care Coordinator contact information. FY 2003/2004</p> <p>October 2005: Child Care Page of the Website entirely revised and expanded from one page to six pages, including sections for Parent Resources, Child Care Program and Provider Listings, Child Care Provider Resources, Child Care Master Plan and Helpful Websites for Parents and Providers.</p>	Child Care Coordinator	None; Currently included in work plan and budget	<p>Ongoing</p> <p>Ongoing</p>
2.2-I-5-a3	<p>The Child Care Coordinator shall continue to be available to consult with parents regarding specific child care issues and personal situations on a case-by-case basis, including referrals to appropriate agencies.</p> <p>Ongoing.</p> <p>Ongoing.</p>	Child Care Coordinator	None; Currently included in work plan and budget	<p>Ongoing</p> <p>Ongoing</p>

Implementation Matrix

2.2-I-5-a4	<p>The City of Milpitas shall enhance and keep updated the child care resource and referral information available over the City of Milpitas Website.</p> <p>Child Care Page initially created on City Website FY 2002/2003. Enhanced FY 2003/2004.</p> <p>http://www.ci.milpitas.ca.gov/citydept/planning/recreation/childcareprogram.htm</p> <p>Page currently includes:</p> <ul style="list-style-type: none"> • Child Care Master Plan (PDF) • 10 Easy Steps to Finding Quality Child Care (PDF) • Quality Indicators list (PDF) • Request for Website feedback • Child Care Coordinator contact information • Family Child Care Listing (updated about 3xs per year) (PDF) • Child Care Center Listing (updated about 3xs per year) (PDF) <p>Now with Website links!</p> <ul style="list-style-type: none"> • Liability disclaimer for referrals • Child Care Program Visit Form (PDF) • Information on Car Seat Loaner Program through the Police Department <p>October 2005: Child Care Page of the Website entirely revised and expanded from one page to six pages, including sections for Parent Resources, Child Care Program and Provider Listings, Child Care Provider Resources, Child Care Master Plan and Helpful Websites for Parents and Providers.</p> <p>April 2006: Prototype Child Care Mapping Project in development, estimated to be available to public on the Child Care Page of the City Website by December 2006.</p>	Child Care Coordinator, Information Services	Staff time	<p>FY 2002/2003</p> <p>Completed FY 2002/2003 Enhancements ongoing</p> <p>FY 2005/2006</p>
Additional action step supporting this implementation policy: 2.2-I-2-a4				

2.3 AFFORDABILITY

The City of Milpitas recognizes the economic challenges facing the families of young children and supports child care funding assistance from government, private and business sources.

Implementation Matrix

2.3-I-1	The City of Milpitas supports increased levels of federal, state and local funding for child care.			
Reference #	Action Steps	Staff/Dept	Fiscal Impact	Timing
2.3-I-1-a1	<p>The City of Milpitas shall continue to participate on child care and youth services boards and organizations within Santa Clara County and the State of California, in order to advocate 1) increased child care funding at all levels, 2) better wages, working conditions and benefits for child care providers and 3) quality child care.</p> <p>Ongoing. As of FY 2003/2004 Child Care Coordinator serves on the following Early Childhood Education Groups:</p> <ul style="list-style-type: none"> • Bay Area Child Care Coordinators Group • Bay Area Community Care Licensing Advisory Group • California Child Care Coordinators' Association • Santa Clara County Collaborative for Inclusion • Santa Clara County Collaborative for Inclusion Steering Team • Santa Clara County Cornerstone Project Public Policy Funding Task Force • Santa Clara County Local Early Education Planning Council (LPC) • Santa Clara County LPC Inclusion Sub-Committee • Santa Clara County Partnership for School Readiness <p>Ongoing. As of April 2006 the Child Care Coordinator serves on the following Early Childhood Education Groups:</p> <ul style="list-style-type: none"> • Bay Area Child Care Coordinators Group • Bay Area Community Care Licensing Advisory Group • California Child Care Coordinators' Association • Milpitas Alliance for Better Child Care • Power of Preschool Implementation Leadership Team (E3 Institute/First 5) • Santa Clara County Cornerstone Project Public Policy Funding Task Force • Santa Clara County Local Early Education Planning Council (LPC) • Santa Clara County LPC Inclusion Sub-Committee • Santa Clara County LPC School Readiness Sub-Committee • Santa Clara County Partnership for School Readiness 	Recreation Services Division	None; Currently included in work plan and budget	<p>Ongoing</p> <p>Ongoing</p>
<p>July 2002: Recreation Assistance Program (R.A.P.) created to assist low-income families with the cost of Recreation Programs with up to \$250 per family per year. This fund may be utilized to partially subsidize the cost of Recreation Programs, including the City of Milpitas Preschool Program.</p>				
Additional action step supporting this implementation policy: 2.3-I-2-a2				

Implementation Matrix

2.3-I-2	The City of Milpitas shall educate businesses/planners/developers/city leaders and the general public as to the benefits of a quality child care system to our community.			
Reference #	Action Steps	Staff/Dept	Fiscal Impact	Timing
2.3-I-2-a1	<p>Child care presentations for groups shall be publicized as part of the efforts to inform the community about the services provided by the Child Care Program.</p> <p>No activity to report.</p> <p>January 2006: Child Care Coordinator attended Milpitas Chamber of Commerce Good Morning Milpitas serving as the Business Sponsor.</p>	Child Care Coordinator, City Staff	Staff time; Travel	<p>Ongoing</p> <p>No activity</p> <p>Ongoing</p>
2.3-I-2-a2	<p>An update of child care issues, legislation and Master Plan implementation successes will be presented to the City of Milpitas City Council, City Manager and Department Heads two years following the adoption of the Child Care Master Plan. Additional updates shall be provided as the need arises.</p> <p>City Council update memorandum April 2004.</p> <p>Additional updates shall be provided as the need arises.</p> <p>One on one City Management / Child Care Coordinator meetings conducted to provide Child Care Program information including distribution of the Child Care Master Plan. Meetings included new Planning and Neighborhood Services Department Director, new Fire Chief, and new Economic Development Manager.</p> <p>April 2006: Child Care Master Plan Recreation Services Activities Update provided to City Council.</p>	Child Care Coordinator	Staff time	<p>Two years after adoption of the Master Plan, and as needed</p> <p>Completed FY 2003/2004</p> <p>FY 2005/2006</p> <p>FY 2005/2006</p>
2.3-I-2-a3	<p>The City of Milpitas shall post the adopted City of Milpitas Child Care Master Plan on the City of Milpitas Website, in order that interested parties may access the Master Plan at will.</p> <p>Completed.</p>	Child Care Coordinator, Information Services	Staff time	<p>Upon adoption of Master Plan</p> <p>Completed FY 2002/2003</p>
Additional action steps supporting this implementation policy: 2.2-I-5-a2, 2.2-I-5-a4, 2.3-I-1-a1, 2.4-I-3-a1, 2.6-I-2-a3				

Implementation Matrix

2.3-I-3	The City of Milpitas supports increased business community partnering and cooperation to assist employees with child care needs.			
Reference #	Action Steps	Staff/Dept	Fiscal Impact	Timing
2.3-I-3-a1	<p>The City of Milpitas shall partner with the Chamber of Commerce to make an annual presentation pertaining to employer sponsored child care options.</p> <p>No activity to report.</p> <p>January 2006: Child Care Coordinator attended Milpitas Chamber of Commerce Good Morning Milpitas serving as the Business Sponsor.</p>	Child Care Coordinator	Staff time; Travel	<p>Upon hire of Child Care Resource and Referral Coordinator</p> <p>On hold</p> <p>FY 2005/2006</p>
2.3-I-3-a2	<p>The City of Milpitas shall provide follow-up information and resources for inquiring businesses interested in providing child care benefits.</p> <p>No activity to report.</p> <p>November 2005: Child Care Program Brochures delivered to Economic Development Manager for distribution within the business community.</p>	Child Care Coordinator	Staff time	<p>Upon hire of Child Care Resource and Referral Coordinator</p> <p>On hold</p> <p>FY 2005/2006</p>
2.3-I-3-a3	<p>The City of Milpitas shall continue to support the efforts of other groups involved in assisting businesses in providing child care benefits, such as the Local Investment in Child Care (LINCC) project.</p> <p>Ongoing.</p> <p>December 2005: "Linking Development and Child Care – A Toolkit for Developers and Local Governments" produced by Bay Area Economics for the Local Investment in Child Care Project (LINCC) resource books received – one copy for Economic Development Manager, one copy for Recreation Services.</p>	Child Care Coordinator	None; Currently included in work plan and budget	<p>Ongoing</p> <p>FY 2005/2006</p>

Implementation Matrix

2.3-I-3-a4	<p>The City of Milpitas shall annually notify the Human Resources Directors of the local employers as to the services provided by the Child Care Coordinator, via an informational flyer or brochure.</p> <p>No activity to report.</p> <p>No activity to report.</p>	Recreation Services Division	Staff time; Printing costs; Mailing costs	<p>Upon hire of Child Care Resource and Referral Coordinator</p> <p>On hold</p> <p>No activity</p>
Additional action step supporting this implementation policy: 2.3-I-2-a1				

2.4 ENVIRONMENTS

The City of Milpitas acknowledges that quality child care environments promote children's optimal development.

Quality environments include safe and secure surroundings, healthy practices and educational experiences.

Implementation Matrix

2.4-I-1	The City of Milpitas acknowledges that implementation of early childhood best practices enhances child care program quality.			
Reference #	Action Steps	Staff/Dept	Fiscal Impact	Timing
2.4-I-1-a1	The City of Milpitas shall continue to educate the public with respect to early childhood care and education best practices by adhering to the implementation policies and corresponding action steps of 2.4-I-2, 2.4-I-3 and 2.4-I-5 listed below.	Refer to specific Implementation Policies and Action Steps.		

2.4-I-2	The City of Milpitas assists providers in learning about and implementing early childhood care and education best practices.			
Reference #	Action Steps	Staff/Dept	Fiscal Impact	Timing
2.4-I-2-a1	<p>The Child Care Coordinator shall continue to liaison with and schedule trainings for the <i>Milpitas Alliance for Better Child Care</i> and the <i>Milpitas Center Directors Group</i>.</p> <p><i>The Milpitas Alliance for Better Child Care</i> meets ten times per year. Training and discussion center on quality improvement and managing a family child care business.</p> <p><i>The Milpitas Center Directors Group</i> is not meeting separately as of FY 2003/2004. Staff and directors are invited to <i>Milpitas Alliance for Better Child Care</i> meetings that pertain to center operations, and appropriate mailings go out to centers regularly.</p> <p>February 2006: Email distribution groups created for the <i>Milpitas Alliance for Better Child Care</i> and the <i>Milpitas Center Directors Group</i> to enhance communication between the Child Care Coordinator and the early educators.</p>	Child Care Coordinator	None; Currently included in work plan and budget	<p>Ongoing Expansion upon hire of Child Care Resource and Referral Coordinator</p> <p>Ongoing</p> <p>FY 2005/2006</p>

Implementation Matrix

2.4-I-2-a2	<p>The City of Milpitas shall continue to finance the <i>Individualized Family Child Care Assistance Program</i>, potentially implementing a higher annual maximum dollar amount.</p> <p>Annual grant amount was increased from \$250 to \$500 per year FY 2002/2003. FY 2004/2005 budget request increases the grant fund from \$4,000 to 6,000 at the request of the Parks, Recreation and Cultural Resources Commission.</p> <p>July 2004: Total budget allocation for the <i>Family Child Care Assistance Fund</i> increased from \$4000 to \$6000. Priority funding for providers caring for children with special needs continues.</p> <p>July – September 2005: Funding for the for the <i>Family Child Care Assistance Fund</i> was removed from annual City Budget for cost saving measure and was re-instated by City Council.</p>	Child Care Coordinator	None; Redistribution of existing budget	<p>FY 2002/2003</p> <p>Partially completed FY 2002/2003 Budget request in process FY 2004/2005</p> <p>FY 2004/2005 FY 2005/2006</p>
2.4-I-2-a3	<p>The City of Milpitas shall continue to encourage child care providers to become accredited. The City of Milpitas shall research the feasibility of creating an Accreditation Fees Grant program to offset the fees of accreditation.</p> <p>No activity to report.</p> <p>No activity to report.</p>	Child Care Coordinator	Staff time for research; Budget for new grant program if deemed feasible	<p>Upon hire of Child Care Resource and Referral Coordinator</p> <p>On hold</p> <p>No activity</p>

Implementation Matrix

2.4-I-3	The City of Milpitas prioritizes parent education specifically with respect to early childhood best practices.			
Reference #	Action Steps	Staff/Dept	Fiscal Impact	Timing
2.4-I-3-a1	<p>The City of Milpitas shall continue to offer bi-annual community parenting workshops at little or no cost to the participants.</p> <p>Low attendance rates and budgetary constraints prompted suspension of Recreation sponsored parent workshops. FY 2003/2004</p> <p>Recreation Services contracted with GoodParents, Inc. to begin offering parenting classes for parents of teens. FY 2003/2004</p> <p>April 2005: Recreation Services Child Care and Preschool Program re-vamped this program of bi-annual workshops. The free one-evening workshops now are available to Milpitas Parents and Child Care Providers (including Family Child Care Providers via the <i>Milpitas Alliance for Better Child Care</i> and Child Care Center staff members).</p>	Recreation Services Division	None; Currently included in work plan and budget	<p>Ongoing</p> <p>Change in delivery of services FY 2003/2004</p> <p>FY 2004/2005</p>
Additional action steps supporting this implementation policy: 2.2-I-5-a2, 2.2-I-5-a3, 2.2-I-5-a4				
<p>January - May 2005: City of Milpitas Child Care Program received \$3850.00 in grant funding from the Lucile Packard Foundation for Children's Health for the production of customized Child Abuse Prevention Magnets. The City partnered with the Milpitas Unified School District for distribution. Over 9,000 magnets were delivered to the MUSD and inserted in the first day packets for each school child in Milpitas for fall 2005.</p>				

Implementation Matrix

2.4-I-4	The City of Milpitas collaborates with and participates on child care and youth services boards, councils and organizations.			
Reference #	Action Steps	Staff/Dept	Fiscal Impact	Timing
2.4-I-4-a1	<p>The City of Milpitas staff contributes to the activities of child care and youth services boards, councils and organizations in order to 1) share knowledge and City programs, 2) bring new information to the City organization and 3) network with other individuals and organizations.</p> <p>Please see listing of boards, councils and organizations (above) under 2.3-I-1-a1.</p> <p>Please see updated listing of boards, councils and organizations (above) under 2.3-I-1-a1.</p>	Recreation Services Division	None; Currently included in work plan and budget	<p>Ongoing</p> <p>Ongoing</p>
Additional action steps supporting this implementation policy: 2.3-I-1-a1, 2.3-I-3-a3				

Implementation Matrix

2.4-I-5	The City of Milpitas supports the establishment of more stringent child care regulations and increased monitoring of licensed child care programs.			
Reference #	Action Steps	Staff/Dept	Fiscal Impact	Timing
2.4-I-5-a1	<p>The City of Milpitas shall continue to participate in the Department of Social Services Community Care Licensing Division community gatherings to give input into forthcoming regulations.</p> <p>The Child Care Coordinator serves on the Bay Area Community Care Licensing Advisory Group that covers three regions and includes ten counties. Group meets quarterly and provides a forum for information exchange and collaboration. FY 2003/2004</p> <p>Community Care Licensing Quarterly Updates and applicable information gathered at the Advisory Group meetings are reprinted and distributed to all licensed child care providers and programs within Milpitas.</p>	Child Care Coordinator	Staff time; Travel	<p>Ongoing, expansion upon hire of Child Care Resource and Referral Coordinator Completed FY 2003/2004</p> <p>Ongoing</p>
2.4-I-5-a2	<p>The Child Care Coordinator will continue to work closely with Community Care Licensing, acting as a representative for the interests of the children, families and child care providers of Milpitas.</p> <p>Ongoing.</p> <p>October 2005: Child Care Page of the Website expanded to include additional information for parents and providers regarding the roles and functions of Community Care Licensing.</p>	Child Care Coordinator	None; Currently included in work plan and budget	<p>Ongoing</p> <p>Ongoing</p>
Additional action steps supporting this implementation policy: 2.2-I-2-a2, 2.3-I-1-a1, 2.4-I-2-a1, 2.4-I-2-a3 and 2.4-I-4-a1				

2.5 PROVIDERS

The City of Milpitas values
child care providers for the service
they provide to children, families
and our community.

Implementation Matrix

2.5-I-1	The City of Milpitas supports increased federal, state and county funding for child care provider recruitment and retention plans.			
Reference #	Action Steps	Staff/Dept	Fiscal Impact	Timing
2.5-I-1-a1	<p>The City of Milpitas shall support increased federal, state and county funding for child care provider recruitment and retention plans through the aforementioned action steps 2.3-I-1-a1, 2.3-I-2-a2 and 2.4-I-4-a1.</p> <p>Ongoing.</p> <p>Child Care Coordinator assists in outreach and information to child care providers regarding the Santa Clara County Comprehensive Approaches to Raising Educational Standards (CARES) program that was launched in 2002. Support includes offering professional growth hours documentation for Parent/Provider workshops and <i>Milpitas Alliance for Better Child Care</i> monthly meetings.</p>	Refer to specific Implementation Policies and Action Steps.		
		Ongoing		
		Ongoing		

2.5-I-2	The City of Milpitas acknowledges that educated, well-trained child care providers are the key to quality child care programs.			
Reference #	Action Steps	Staff/Dept	Fiscal Impact	Timing
2.5-I-2-a1	<p>The City of Milpitas shall continue to advocate for educated, well trained child care providers, via Implementation Policies 2.4-I-2, 2.5-I-1 and 2.5-I-3.</p> <p>Ongoing.</p>	Refer to specific Implementation Policies and Action Steps.		

Implementation Matrix

2.5-I-3	The City of Milpitas supports child care providers in attaining and exceeding educational and training requirements.			
Reference #	Action Steps	Staff/Dept	Fiscal Impact	Timing
2.5-I-3-a1	<p>The City of Milpitas shall continue to disseminate information regarding child care educational and training opportunities to providers within Milpitas.</p> <p>Ongoing.</p> <p>April 2005: Recreation Services Child Care and Preschool Program re-vamped the program of bi-annual workshops. The free one-evening workshops now are available to Milpitas Parents and Child Care Providers (including Family Child Care Providers via the <i>Milpitas Alliance for Better Child Care</i> and Child Care Center staff members).</p> <p>Child Care Coordinator mails and emails local workshop notices to early childhood educators from both family child care homes and child care centers.</p>	Child Care Coordinator, Preschool Coordinator	None; Currently included in work plan and budget	<p>Ongoing</p> <p>FY 2005/2006</p> <p>Ongoing</p>
2.5-I-3-a2	<p>The Child Care Program shall continue to assist inquiring child care providers with resource information upon request.</p> <p>Ongoing.</p> <p>Ongoing.</p>	Child Care Coordinator, Preschool Coordinator	None; Currently included in work plan and budget	<p>Ongoing</p> <p>Ongoing</p>

Implementation Matrix

2.5-I-3-a3	<p>The Child Care Program shall continue to take every opportunity to recognize and appreciate child care providers, through events such as the Blue Ribbon Child Care Provider Week and the Annual Child Care Provider Recognition Event.</p> <p>Ongoing. Annual activities included: Blue Ribbon Child Care Provider Week (certificates and/or tours), City of Milpitas Children's Art Show displayed in a public venue and Child Care Provider Appreciation Certificates for all Milpitas early childhood educators together with Child Abuse Prevention information.</p> <p>2004 Activities included: Blue Ribbon Child Care Provider Week certificates, City of Milpitas Children's Art Show displayed at the Milpitas Library Community Room and Child Care Provider Appreciation Certificates for all Milpitas early childhood educators together with Child Abuse Prevention magnets.</p> <p>2005 Activities included: City of Milpitas Children's Art and Literacy Show displayed at the Milpitas Library Community Room and Child Care Provider Appreciation Certificates for all Milpitas early childhood educators together with Child Abuse Prevention wristbands.</p>	Child Care Coordinator, Preschool Coordinator	None; Currently included in work plan and budget	<p>Ongoing</p> <p>Ongoing</p>
2.5-I-3-a4	<p>The City of Milpitas shall research the feasibility of coordinating with community colleges to offer early childhood education classes at a satellite location in Milpitas.</p> <p>Milpitas Unified School District is in discussion with community colleges to offer classes in Milpitas. City staff has requested that early childhood education classes be considered. FY 2004/2005</p> <p>March 2006: Milpitas Unified Adult Education course new offering "Family Childcare Business Made Easy". Potential providers now being referred to enroll in this course. Child Care Coordinator met with instructor and suggested unit bearing Early Childhood Education course is added.</p>	Child Care Coordinator, Recreation Services Division	Staff time	<p>Upon hire of Child Care Resource and Referral Coordinator</p> <p>In process FY 2003/2004</p> <p>FY 2005/2006</p>
Additional action steps supporting this implementation policy: 2.4-I-2-a1, 2.4-I-2-a2, 2.4-I-2-a3				

2.6 CITY OF MILPITAS AS A MODEL EMPLOYER

The City of Milpitas strives
to provide employees with benefits
that improve productivity
and address quality of life issues.

Implementation Matrix

2.6-I-1	The City of Milpitas provides employees with opportunities for flexible work schedules in order to support the needs of working parents.			
Reference #	Action Steps	Staff/Dept	Fiscal Impact	Timing
2.6-I-1-a1	<p>The City of Milpitas shall continue comprehensive and uniform practices that support positions that offer flexible work schedules.</p> <p>Ongoing.</p> <p>Ongoing.</p>	City Management	N/A	<p>Ongoing</p> <p>Ongoing</p>
2.6-I-1-a2	<p>Managers shall be encouraged to implement flexible work schedules throughout the organization, as it meets operational needs.</p> <p>Ongoing.</p> <p>Ongoing.</p>	City Management	N/A	<p>Ongoing</p> <p>Ongoing</p>

Implementation Matrix

2.6-I-2	The City of Milpitas provides employees with in- house child care resource and referral assistance and information.			
Reference #	Action Steps	Staff/Dept	Fiscal Impact	Timing
2.6-I-2-a1	<p>The Child Care Resource and Referral service shall regularly be announced and explained to Department Heads and City Staff.</p> <p>No activity to report.</p> <p>October 2005: Child Care Resource and Referral phone number for Child Care Coordinator listed in Milpitas Employees Telephone Directory under Miscellaneous Phone Numbers (Places and Functions).</p> <p>One on one City Management / Child Care Coordinator meetings conducted to provide Child Care Program information including distribution of the Child Care Master Plan. Meetings included new Planning and Neighborhood Services Department Director, new Fire Chief, and new Economic Development Manager.</p>	Child Care Coordinator, City Management	Staff time	<p>Upon hire of Child Care Resource and Referral Coordinator</p> <p>FY 2005/2006</p> <p>FY 2005/2006</p>
2.6-I-2-a2	<p>The Human Resources Department will educate new city staff as to the availability of this service and refer inquiring staff to the Child Care Program for assistance.</p> <p>Ongoing.</p> <p>Ongoing.</p>	Human Resources Department, Child Care Coordinator	Staff time	<p>Ongoing</p> <p>Ongoing</p>

Implementation Matrix

2.6-I-2-a3	<p>The Child Care Coordinator will continue to produce the "Recreation Services Family Corner" article in the quarterly City of Milpitas Employees Newsletter with the focus on quality early childhood information.</p> <p>The City of Milpitas Employees Newsletter production was suspended due to staff and budget constraints FY 2002/2003. Consultant hired to write newsletter FY 2003/2004. Child care coordinator will submit information as requested on child care topics.</p> <p>July 2004 – April 2005: Citywide newsletters mailed to all residents included child care resource and referral information. This publication was suspended due to cost after four issues were mailed.</p> <p>June 2005: <i>Rec Connect</i> e-newsletter issue #1 distributed.</p> <p>September 2005: Child Care Program services highlighted in the <i>Rec Connect</i> e-newsletter.</p>	Child Care Coordinator	None; Currently included in work plan and budget	<p>Ongoing</p> <p>Suspended FY 2002/2003 Reinstituted Spring 2004</p> <p>FY 2004/2005</p> <p>FY 2005/2006</p>
Additional action steps supporting this implementation policy: 2.2-I-5-a1, 2.2-I-5-a2, 2.2-I-5-a3, 2.2-I-5-a4				

Implementation Matrix

2.6-I-3	The City of Milpitas offers Flexible Human Resource Policies, enabling employees with different needs to choose and alter benefits options to be responsive to personal circumstances.			
Reference #	Action Steps	Staff/Dept	Fiscal Impact	Timing
2.6-I-3-a1	<p>The City of Milpitas shall continue to provide family and medical care leave for eligible employees.</p> <p>Ongoing.</p> <p>Ongoing.</p>	City Staff	N/A	<p>Ongoing</p> <p>Ongoing</p>
2.6-I-4	The City of Milpitas provides employees with a pre-tax assistance program toward child care expenses.			
Reference #	Action Steps	Staff/Dept	Fiscal Impact	Timing
2.6-I-4-a1	<p>The City of Milpitas adheres to current laws and statutes providing for the pre-tax flexible spending accounts for dependent care.</p> <p>Ongoing.</p> <p>Ongoing.</p>	Human Resources Department	N/A	<p>Ongoing</p> <p>Ongoing</p>
2.6-I-5	The City of Milpitas supports programs that help employees meet their child care needs.			
Reference #	Action Step	Staff/Dept	Fiscal Impact	Timing
2.6-I-5-a1	<p>The City of Milpitas shall continue to permit City employees to access City operated and sponsored child and youth programs at the same priority level, registration schedule and cost as the City of Milpitas residents.</p> <p>Ongoing.</p> <p>Ongoing.</p>	Recreation Services Division	None; Currently included in work plan and budget	<p>Ongoing</p> <p>Ongoing</p>

Human Resources has been compliant with the objectives and have successfully completed them--educating new employees and providing a flexible spending plan as a benefit to our employees, as of FY 2003/2004.